



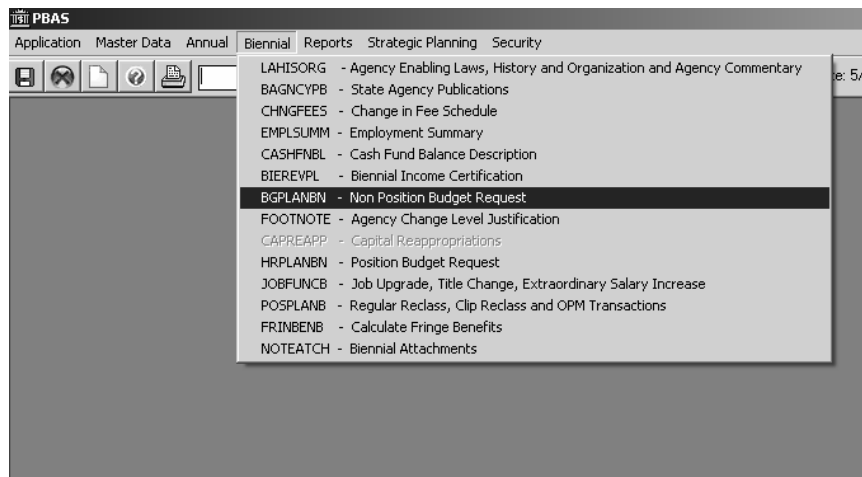
# AN AASIS SUPPORT CENTER TRAINING GUIDE

## Chapter 2

### PBAS Biennial Non Position Budgeting

## C01 Change in Program

- This change level designation is used when additional appropriation is needed in an existing program within the Agency.



Select Biennial from menu  
BGPLANBN – Non Position Budget Request.

**PBAS - [BGPLANBN - Non Position Budget Request]**

Application Master Data Annual Biennial Reports Strategic Planning Security

User: clwooley@PRODUCTION Date: 5/14/2004 11:48:40 AM

**Non Position Budget Request**

Business Area 0634  
 Version 1  
 Fiscal Year 2008

Cost Center \_\_\_\_\_ to \_\_\_\_\_  
 WBS Element \_\_\_\_\_ to \_\_\_\_\_  
 Cost Element \_\_\_\_\_ to \_\_\_\_\_  
 Commitment Item \_\_\_\_\_ to \_\_\_\_\_  
 Funds Center \_\_\_\_\_ to \_\_\_\_\_  
 Fund \_\_\_\_\_ to \_\_\_\_\_

**Add Request** **Move Request** **Change Description** **Update / Delete Designation**

Cost Center	WBS Element	Funds Center	Fund	Commitment Item	Cost Element	Cost Element Description
401201		120	MCE0100	5020002	5020001000	Postage
401201		120	MCE0100	5020002	5020002000	Telecommunications Wired
401201		120	MCE0100	5020002	5020003000	Telecommunications Wireless
401201		120	MCE0100	5020002	5020004000	Network Services Expense
401201		120	MCE0100	5020002	5020005000	Freight

Enter the business area, Version 1 and Fiscal Year 2008. Press enter. The budget information will be displayed by cost center and cost element.

**PBAS - [BGPLANBN - Non Position Budget Request]**

Application Master Data Annual Biennial Reports Strategic Planning Security

User: clwooley@PRODUCTION Date: 5/14/2004 11:55:36 AM

**Non Position Budget Request**

Business Area 0634  
 Version 1  
 Fiscal Year 2008  
 Cost Center to  
 WBS Element to  
 Cost Element to  
 Commitment Item to  
 Funds Center to  
 Fund to

**Add Request** **Move Request** **Change Description** **Update / Delete Designation**

Cost Element	Cost Element Description	Budget Amount	Designation	Yr1 Amount Request	Yr2 Amount Request
5020001000	Postage	\$934,685	BL	\$934,685	\$934,685
5020002000	Telecommunications Wired	\$146,888	BL	\$146,888	\$146,888
5020003000	Telecommunications Wireless	\$6,903	BL	\$6,903	\$6,903
5020004000	Network Services Expense	\$151,644	BL	\$151,644	\$151,644
5020005000	Freight	\$7,600	BL	\$7,600	\$7,600

Select the line to add the change level by clicking the gray box in front of it. The selected line will be highlighted. Click on the Add Request Button.

**PBAS - [BGPLANBN - Non Position Budget Request]**

Application Master Data Annual Biennial Reports Strategic Planning Security

User: clwooley@PRODUCTION Date: 5/14/2004 11:56:20 AM

**Non Position Budget Request**

Business Area 0634  
 Version 1  
 Fiscal Year 2008  
 Cost Center to  
 WBS Element to  
 Cost Element to  
 Commitment Item to  
 Funds Center to  
 Fund to

**Add Request** **Move Request**

Cost Element	Cost Element Description
5020001000	Postage
5020002000	Telecommunications Wired
5020003000	Telecommunications Wireless
5020004000	Network Services Expense
5020005000	Freight

Total Budgeted Amount \$2

**BADDNEWC - Add Request**

Add Cost Element

Cost Element 5020002000  
 Cost Element Description Telecommunications Wired  
 WBS Element  
 Cost Center 401201  
 Designation BL - Base Level  
 Yr1 Amount Request BL - Base Level  
 Yr2 Amount Request C01 - Change in Program  
 Designation C01 - Change in Program  
 C02 - New Program  
 C03 - Discontinue Program  
 C06 - Restored MFG/Supp  
 C07 - Agency Transfer

685  
 688  
 903  
 644  
 600  
 168,137  
 \$0

The Add Request box will pop up. Click the drop down arrow in the Designation box and choose C01-Change in program.

**PBAS - [BGPLANBN - Non Position Budget Request]**

Application Master Data Annual Biennial Reports Strategic Planning Security

User: clwooley@PRODUCTION Date: 5/14/2004 11:53:34 AM

**Non Position Budget Request**

Business Area 0634  
 Version 1  
 Fiscal Year 2008  
 Cost Center  
 WBS Element  
 Cost Element  
 Commitment Item  
 Funds Center  
 Fund

to  
 to  
 to  
 to

**BADDNEWC - Add Request**

**Add Cost Element**

Cost Element 5020002000  
 Cost Element Description Telecommunications Wired  
 WBS Element  
 Cost Center 401201  
 Designation C01 - Change in Program  
 Yr1 Amount Request 2000  
 Yr2 Amount Request 2500

OK

Cost Center	WBS Element	Funds Cent
401201		120
401201		120
401201		120
401201		120
401201		120

Total Budgeted Amount \$2

Designation

Enter the amount of the change level for each year and click OK.

**PBAS - [BGPLANBN - Non Position Budget Request]**

Application Master Data Annual Biennial Reports Strategic Planning Security

User: clwooley@UAT Date: 5/25/2004 11:10:46 AM

**Non Position Budget Request**

Business Area 0634  
 Version 1  
 Fiscal Year 2008  
 Cost Center to  
 WBS Element to  
 Cost Element to  
 Commitment Item to  
 Funds Center to  
 Fund to

**Add Request** **Move Request** **Change Description** **Update / Delete Designation**

Cost Center	WBS Element	Funds Center	Fund	Commitment Item	Cost Element	Cost Element Description
404701		120	MCE0100	5060010	5060001000	Professional & Administrative Fe
404701		120	MCE0100	5060010	5060010000	Data Processing Services
404701		120	MCE0100	5090012	5040008000	Rent of Data Processing Equipm
404701		120	MCE0100	5090012	5060010200	Data Processing Services CI 12
401201					5020002000	Telecommunications Wired

Total Budgeted Amount \$27,268,137 Total Yr1 Base Level Amount \$27,168,137 Yr2 \$27,168,137  
 Total Yr1 Designation Amount \$2,000 Yr2 \$2,500

The change appears at the bottom of the grid. Review the change before saving.

-8



Application   Master Data   Annual   Biennial   Reports   Strategic Planning   Security

User: cwooley@PRODUCTION

Date: 5/14/2004 12:01:16 PM

Non Position Budget Request

Business Area

0634

Version

1

Fiscal Year

2008

Cost Center

to

WBBS Element

to

Cost Element

to

Commitment Item

to

Funds Center

to

Fund

to

Add Request
Move Request
Change Description
Update / Delete Designation

Cost Center	WBBS Element	Funds Center	Fund	Commitment Item	Cost Element	Cost Element Description
404701		120	MCE0100	506001	PBAS	Professional & Administrative Fe
404701		120	MCE0100	506001		Processing Services
404701		120	MCE0100	509001		of Data Processing Equipm
404701		120	MCE0100	509001		Processing Services Q1 12
401201						communications Wired

Do you want to save the changes?

Yes
No

Total Budgeted Amount
\$27,268,137

Total Yr1 Base Level Amount
\$27,168,137

Total Yr1 Designation Amount
\$2,000

Total Yr1 Amount Request
\$27,170,137

Yr2
\$27,168,137

Yr2
\$2,500

Yr2
\$27,170,637

Click the save icon and then click yes to save the changes.

**PBAS - [BGPLANB - Non Position Budget Request]**

Application Master Data Annual Biennial Reports Strategic Planning Security

User: clwooley@PRODUCTION Date: 5/17/2004 8:33:23 AM

**Non Position Budget Request**

Business Area 0634  
 Version 1  
 Fiscal Year 2008  
 Cost Center to  
 VBS Element to  
 Cost Element to  
 Commitment Item to  
 Funds Center to  
 Fund to

**Add Request Move Request Change Description Update / Delete Designation**

Cost Element	Cost Element Description	Budget Amount	Designation	Yr1 Amount Request	Yr2 Amount Request
5020001000	Postage	\$934,685	BL	\$934,685	\$934,685
5020002000	Telecommunications Wired	\$146,888	BL	\$146,888	\$146,888
5020002000	Telecommunications Wired	\$0	C01	\$2,000	\$2,500
5020003000	Telecommunications Wireless	\$6,903	BL	\$6,903	\$6,903
5020004000	Network Services Expense	\$151,644	BL	\$151,644	\$151,644

Total Budgeted Amount \$27,268,137 Total Yr1 Base Level Amount \$27,168,137 Yr2 \$27,168,137  
 Total Yr1 Designation Amount \$2,000 Yr2 \$2,500

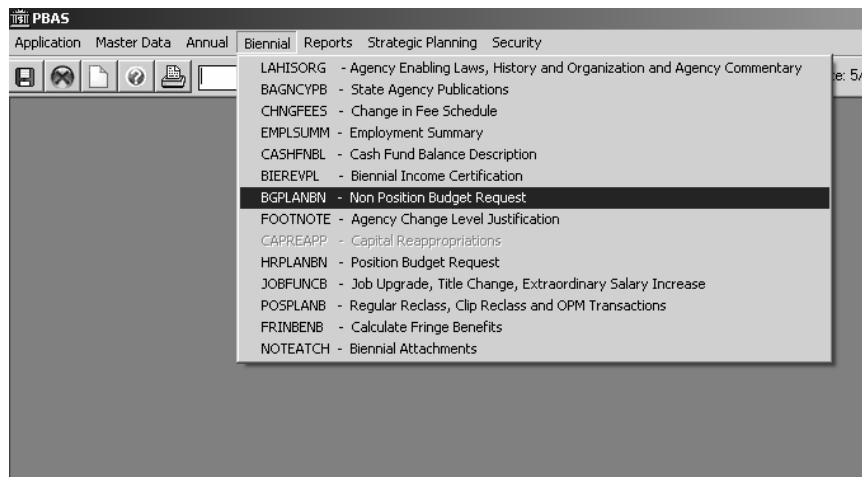
The change level appears directly below the base level for the cost element changed.

10

**Exercise:** Add the change level 01 for the cost center and cost element from the data sheet.

## C02 New Program

- This change level designation is used when additional appropriation is needed in a new program within the Agency.



Select Biennial from menu  
BGPLANBN – Non Position Budget Request.

**PBAS - [BGPLANBN - Non Position Budget Request]**

Application: Master Data   Annual   Biennial   Reports   Strategic Planning   Security

User: clwooley@UAT   Date: 5/25/2004 11:52:44 AM

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**Non Position Budget Request**

Business Area: 0634  
 Version: 1  
 Fiscal Year: 2008

Cost Center: \_\_\_\_\_ to \_\_\_\_\_  
 WBS Element: \_\_\_\_\_ to \_\_\_\_\_  
 Cost Element: \_\_\_\_\_ to \_\_\_\_\_  
 Commitment Item: \_\_\_\_\_ to \_\_\_\_\_  
 Funds Center: \_\_\_\_\_ to \_\_\_\_\_  
 Fund: \_\_\_\_\_ to \_\_\_\_\_

**Add Request   Move Request   Change Description   Update / Delete Designation**

Cost Center	WBS Element	Funds Center	Fund	Commitment Item	Cost Element	Cost Element Description
401201		120	MCE0100	5020002	5020001000	Postage
401201		120	MCE0100	5020002	5020002000	Telecommunications \Wired
401201		120	MCE0100	5020002	5020002000	Telecommunications \Wired
401201		120	MCE0100	5020002	5020003000	Telecommunications \Wireless
401201		120	MCE0100	5020002	5020004000	Network Services Expense

Enter the business area, Version 1 and Fiscal Year 2008. Press enter. The budget information will be displayed by cost center and cost element. Click the Add Request button.

**PBAS - [BGPLANBN - Non Position Budget Request]**

Application Master Data Annual Biennial Reports Strategic Planning Security

User: clwooley@UAT Date: 5/25/2004 11:55:02 AM

**Non Position Budget Request**

Business Area 0634  
 Version 1  
 Fiscal Year 2008  
 Cost Center  
 WBS Element  
 Cost Element  
 Commitment Item  
 Funds Center  
 Fund

**Add Request** Move Request

Cost Center	WBS Element	Funds C
401201		120
401201		120
401201		120
401201		120
401201		120

**BADDNEWC - Add Request**

Add Cost Element

Cost Element 5080020000  
 Cost Element Description  
 WBS Element  
 Cost Center 401201  
 Designation C02 - New Program  
 Yr1 Amount Request 50000  
 Yr2 Amount Request 50000  
 Transfer From WBS Element  
 Transfer From Cost Center  
 Transfer From Business Area

OK

Yr2 Amount Request

Total Budgeted Amount	Total Yr1 Base Level Amount	Yr2
\$27,268,137	\$27,167,137	\$27,167,137
	Total Yr1 Designation Amount	
	(\$24,720)	(\$24,220)

The Add Request box will pop up. Click the drop down arrow in the Designation box and choose C02--New program. Enter the amounts requested for Yr 1 and Yr 2 and click OK.

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**PBAS - [BGPLANBN - Non Position Budget Request]**

Application Master Data Annual Biennial Reports Strategic Planning Security

User: clwooley@UAT Date: 5/25/2004 11:55:27 AM

**Non Position Budget Request**

Business Area 0634  
 Version 1  
 Fiscal Year 2008  
 Cost Center to  
 WBS Element to  
 Cost Element to  
 Commitment Item to  
 Funds Center to  
 Fund to

**Add Request Move Request Change Description Update / Delete Designation**

Cost Center	WBS Element	Funds Center	Fund	Commitment Item	Cost Element	Cost Element Description
404701		120	MCE0100	5060010	5060001000	Professional & Administrative Fe
404701		120	MCE0100	5060010	5060010000	Data Processing Services
404701		120	MCE0100	5090012	5040008000	Rent of Data Processing Equipm
404701		120	MCE0100	5090012	5060010200	Data Processing Services CI 12
401201					5080020000	

Total Budgeted Amount \$27,268,137 Total Yr1 Base Level Amount \$27,167,137 Yr2 \$27,167,137  
 Total Yr1 Designation Amount \$25,260 Yr2 \$25,760

The change appears at the bottom of the grid. Review the change before saving.

16



**PBAS - [BGPLANBN - Non Position Budget Request]**

Application Master Data Annual Biennial Reports Strategic Planning Security

User: clwooley@UAT Date: 5/25/2004 11:55:49 AM

**Non Position Budget Request**

Business Area 0634  
Version 1  
Fiscal Year 2008  
Cost Center to  
VBS Element to  
Cost Element to  
Commitment Item to  
Funds Center to  
Fund to

**Add Request** **Move Request** **Change Description** **Update / Delete Designation**

Cost Center	VBS Element	Funds Center	Fund	Commitment Item	Cost Element	Cost Element Description
404701		120	MCE0100	506001	PBAS	Professional & Administrative Fe
404701		120	MCE0100	506001		Processing Services
404701		120	MCE0100	509001		Cost of Data Processing Equipm
404701		120	MCE0100	509001		Processing Services C1 12

Do you want to save the changes?  
Yes No

Total Budgeted Amount \$27,268,137 Total Yr1 Base Level Amount \$27,167,137 Yr2 \$27,167,137  
Total Yr1 Designation Amount \$25,280 Yr2 \$25,780

Click the save icon and then click yes to save the changes.

2-17

**PBAS - [BGPLANBN - Non Position Budget Request]**

Application Master Data Annual Biennial Reports Strategic Planning Security

User: clwooley@UAT Date: 5/25/2004 12:00:24 PM

**Non Position Budget Request**

Business Area 0634  
 Version 1  
 Fiscal Year 2008  
 Cost Center to  
 VBS Element to  
 Cost Element to  
 Commitment Item to  
 Funds Center to  
 Fund to

**Add Request** **Move Request** **Change Description** **Update / Delete Designation**

Cost Element	Cost Element Description	Budget Amount	Designation	Yr1 Amount Request	Yr2 Amount Request
5080016000	Temporary Employment Service	\$809,461	BL	\$809,461	\$809,461
5080020000	Enforcement Investigation Expe	\$10,535	BL	\$10,535	\$10,535
5080020000	Enforcement Investigation Expe	\$0	C02	\$50,000	\$50,000
5080022000	Other Expenses & Services	\$106,690	BL	\$106,690	\$106,690
5090006000	Office Supplies	\$122,003	BL	\$122,003	\$122,003

Total Budgeted Amount \$27,268,137

Total Yr1 Base Level Amount \$27,167,137

Total Yr1 Designation Amount \$25,280

Yr2 \$27,167,137

Yr2 \$25,780

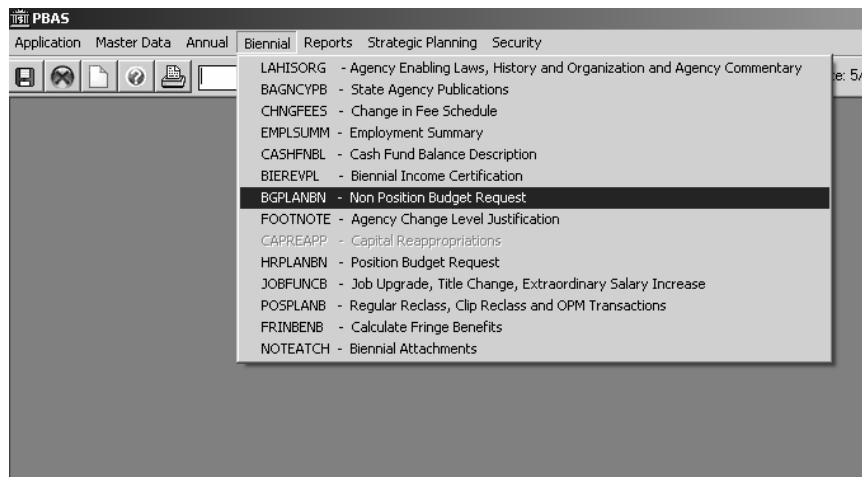
The change level appears without a base level for the cost element changed.

18

**Exercise:** Add the change level 02 for the cost center and cost element from the data sheet.

## C03 Discontinue Program

- This change level designation is used when an existing program or part of a program is no longer needed within the Agency.



Select Biennial from menu  
BGPLANBN – Non Position Budget Request.

**PBAS - [BGPLANBN - Non Position Budget Request]**

Application Master Data Annual Biennial Reports Strategic Planning Security

User: clwooley@PRODUCTION Date: 5/17/2004 8:34:31 AM

**Non Position Budget Request**

Business Area 0634  
 Version 1  
 Fiscal Year 2008

Cost Center \_\_\_\_\_ to \_\_\_\_\_  
 WBS Element \_\_\_\_\_ to \_\_\_\_\_  
 Cost Element \_\_\_\_\_ to \_\_\_\_\_  
 Commitment Item \_\_\_\_\_ to \_\_\_\_\_  
 Funds Center \_\_\_\_\_ to \_\_\_\_\_  
 Fund \_\_\_\_\_ to \_\_\_\_\_

**Add Request** **Move Request** **Change Description** **Update / Delete Designation**

Cost Element	Cost Element Description	Budget Amount	Designation	Yr1 Amount Request	Yr2 Amount Request
5030002000	Binding Copying & Collating	\$633	BL	\$633	\$633
5030003000	Advertising & Clipping Service	\$20,594	BL	\$20,594	\$20,594
5030005000	02 - Building & Grounds Mainten	\$4,914	BL	\$4,914	\$4,914
5030008000	Office Equipment Maintenance	\$2,752	BL	\$2,752	\$2,752
5030012000	02 - Vehicle Maintenance	\$666	BL	\$666	\$666

Enter the business area, Version 1 and Fiscal Year 2008. Press enter. The budget information will be displayed by cost center and cost element.

**PBAS - [BGPLANBN - Non Position Budget Request]**

Application Master Data Annual Biennial Reports Strategic Planning Security

User: clwooley@PRODUCTION Date: 5/17/2004 8:34:31 AM

**Non Position Budget Request**

Business Area 0634  
 Version 1  
 Fiscal Year 2008  
 Cost Center to  
 WBS Element to  
 Cost Element to  
 Commitment Item to  
 Funds Center to  
 Fund to

**Add Request** **Move Request** **Change Description** **Update / Delete Designation**

Cost Element	Cost Element Description	Budget Amount	Designation	Yr1 Amount Request	Yr2 Amount Request
5030002000	Binding Copying & Collating	\$633	BL	\$633	\$633
5030003000	Advertising & Clipping Service	\$20,594	BL	\$20,594	\$20,594
5030005000	02 - Building & Grounds Mainten	\$4,914	BL	\$4,914	\$4,914
5030008000	Office Equipment Maintenance	\$2,752	BL	\$2,752	\$2,752
5030012000	02 - Vehicle Maintenance	\$666	BL	\$666	\$666

Select the line containing the cost element to be discontinued by clicking the gray box in front of it. The selected line will be highlighted. Click on the Add Request Button.

**PBAS - [BGPLANB - Non Position Budget Request]**

Application Master Data Annual Biennial Reports Strategic Planning Security

User: clwooley@PRODUCTION Date: 5/17/2004 8:35:12 AM

**Non Position Budget Request**

Business Area 0634  
 Version 1  
 Fiscal Year 2008  
 Cost Center to  
 WBS Element to  
 Cost Element to  
 Commitment Item to

Funds Center  
 Fund

**BADDNEWC - Add Request**

**Add Cost Element**

Cost Element 5030003000  
 Cost Element Description Advertising & Clipping Service  
 WBS Element  
 Cost Center 401201  
 Designation C03 - Discontinue Program  
 Yr1 Amount Request 20594  
 Yr2 Amount Request 20594

OK

Yr1 Amount Request

Yr2 Amount Request

Yr1 Amount Request Yr2 Amount Request

Yr1 Amount Request	Yr2 Amount Request
\$633	\$633
\$20,594	\$20,594
\$4,914	\$4,914
\$2,752	\$2,752
\$666	\$666
\$27,168,137	\$27,168,137
\$2,000	\$2,500

The Add Request box will pop up. Click the drop down arrow in the Designation box and choose C03--Discontinue program. Enter the amount of the change level for Yr 1 and Yr 2 and click OK.

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PBAS - [BGPLANEN - Non Position Budget Request]

Application
Master Data
Annual
Biennial
Reports
Strategic Planning
Security

User: chwooley@UAT

Date: 5/25/2004 11:13:37 AM

Non Position Budget Request

Business Area
0634

Version
1

Fiscal Year
2008

Cost Center
to

WB/S Element
to

Cost Element
to

Commitment Item
to

Funds Center
to

Fund
to

Add Request
Move Request
Change Description
Update / Delete Designation

Cost Center	WB/S Element	Funds Center	Fund	Commitment Item	Cost Element	Cost Element Description
404701		120	MCE0100	5060010	50600001000	Professional & Administrative Fe
404701		120	MCE0100	5060010	50600010000	Data Processing Services
404701		120	MCE0100	5090012	50400080000	Rent of Data Processing Equipm
404701		120	MCE0100	5090012	50600010200	Data Processing Services C1 12
▶ 401201					50300030000	Advertising & Clipping Service

Total Budgeted Amount
\$27,268,137
Total Yr1 Base Level Amount
\$27,168,137
Yr2
\$27,168,137

Total Yr1 Designation Amount
(\$18,594)
Yr2
(\$18,094)

The change appears at the bottom of the grid. Review the change before saving.

AASIS Support Center  
April 2006

25

PBAS - [BGPLANBN - Non Position Budget Request]

Application Master Data Annual Biennial Reports Strategic Planning Security

User: clwooley@PRODUCTION Date: 5/17/2004 8:35:42 AM

Non Position Budget Request

Business Area 0634  
Version 1  
Fiscal Year 2008  
Cost Center to  
WBS Element to  
Cost Element to  
Commitment Item to  
Funds Center to  
Fund to

Do you want to save the changes?

Yes No

Cost Center	WBS Element	Funds Center	Fund	Commitment Item	Cost Element	Cost Element Description
404701		120	MCE0100	5060010	5060001000	Professional & Administrative Fe
404701		120	MCE0100	5060010	5060010000	Data Processing Services
404701		120	MCE0100	5090012	5040008000	Rent of Data Processing Equipm
404701		120	MCE0100	5090012	5060010200	Data Processing Services CI 12
401201					5030003000	Advertising & Clipping Service

Total Budgeted Amount \$27,268,137 Total Yr1 Base Level Amount \$27,168,137 Yr2 \$27,168,137  
Total Yr1 Designation Amount (\$18,594) Yr2 (\$18,094)

Click the save icon and then click yes to save the changes.

2-26

**PBAS - [BGPLANBN - Non Position Budget Request]**

Application Master Data Annual Biennial Reports Strategic Planning Security

User: clwooley@PRODUCTION Date: 5/17/2004 8:36:09 AM

**Non Position Budget Request**

Business Area 0634  
 Version 1  
 Fiscal Year 2008

Cost Center to  
 WBS Element to  
 Cost Element to  
 Commitment Item to  
 Funds Center to  
 Fund to

**Add Request** **Move Request** **Change Description** **Update / Delete Designation**

Cost Element	Cost Element Description	Budget Amount	Designation	Yr1 Amount Request	Yr2 Amount Request
5030002000	Binding Copying & Collating	\$633	BL	\$633	\$633
5030003000	Advertising & Clipping Service	\$20,594	BL	\$20,594	\$20,594
5030003000	Advertising & Clipping Service	\$0	CD3	(\$20,594)	(\$20,594)
5030005000	02 - Building & Grounds Mainten	\$4,914	BL	\$4,914	\$4,914
5030008000	Office Equipment Maintenance	\$2,752	BL	\$2,752	\$2,752

Total Budgeted Amount \$27,268,137 Total Yr1 Base Level Amount \$27,168,137 Yr2 \$27,168,137

Total Yr1 Designation Amount (\$18,594) Yr2 (\$18,094)

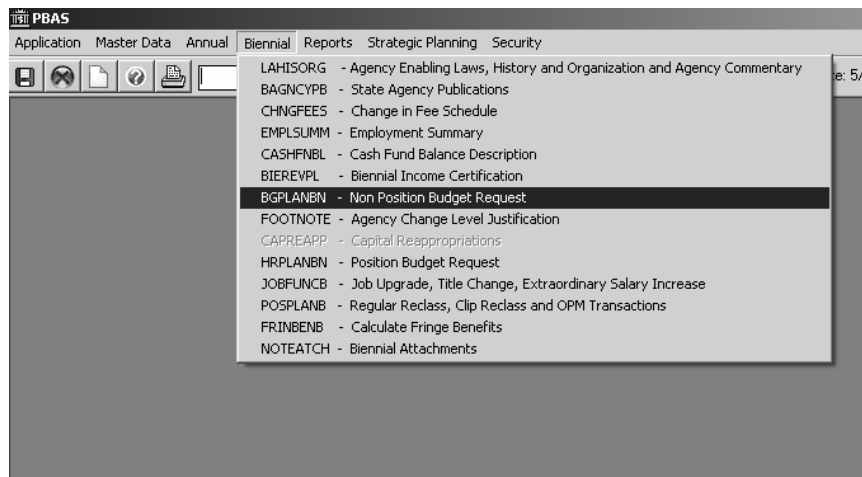
The change level appears directly below the base level for the cost element changed.

27

**Exercise:** Add the change level 03 for the cost center and cost element from the data sheet.

## C07 Transfer Program

- This change level designation is used when an existing program (or part of a program) is being transferred to another Agency. A negative amount will be reflected in the sending Agency and a positive amount in the receiving Agency.



Select Biennial from menu  
BGPLANBN – Non Position Budget Request.

**PBAS - [BGPLANB - Non Position Budget Request]**

Application Master Data Annual Biennial Reports Strategic Planning Security

User: clwooley@PRODUCTION Date: 5/17/2004 8:36:54 AM

**Non Position Budget Request**

Business Area 0634  
 Version 1  
 Fiscal Year 2008  
 Cost Center to  
 VBS Element to  
 Cost Element to  
 Commitment Item to  
 Funds Center to  
 Fund to

**Add Request** **Move Request** **Change Description** **Update / Delete Designation**

Cost Element	Cost Element Description	Budget Amount	Designation	Yr1 Amount Request	Yr2 Amount Request
5080007000	Tuition & Course Material	\$235	BL	\$235	\$235
5080012000	Courier Services	\$5,633	BL	\$5,633	\$5,633
5080013000	Security Services	\$17,126	BL	\$17,126	\$17,126
5080014000	Trash Pickup Services	\$1,100	BL	\$1,100	\$1,100
5080016000	Temporary Employment Service	\$809,461	BL	\$809,461	\$809,461

Enter the business area, Version 1 and Fiscal Year 2008. Press enter. The budget information will be displayed by cost center and cost element.

**PBAS - [BGPLANBN - Non Position Budget Request]**

Application Master Data Annual Biennial Reports Strategic Planning Security

User: clwooley@PRODUCTION Date: 5/17/2004 8:36:54 AM

**Non Position Budget Request**

Business Area 0634  
 Version 1  
 Fiscal Year 2008  
 Cost Center to  
 VBS Element to  
 Cost Element to  
 Commitment Item to  
 Funds Center to  
 Fund to

**Add Request** **Move Request** **Change Description** **Update / Delete Designation**

Cost Element	Cost Element Description	Budget Amount	Designation	Yr1 Amount Request	Yr2 Amount Request
5080007000	Tuition & Course Material	\$235	BL	\$235	\$235
5080012000	Courier Services	\$5,633	BL	\$5,633	\$5,633
5080013000	Security Services	\$17,126	BL	\$17,126	\$17,126
5080014000	Trash Pickup Services	\$1,100	BL	\$1,100	\$1,100
5080016000	Temporary Employment Service	\$809,461	BL	\$809,461	\$809,461

Select the line containing the cost element to be moved by clicking the gray box in front of it. The selected line will be highlighted. Click on the Add Request Button.



PBAS - [BGPLANBN - Non Position Budget Request]

Application Master Data Annual Biennial Reports Strategic Planning Security

**BADDNEWC - Add Request**

**Add Cost Element**

Cost Element 5080013000  
 Cost Element Description Security Services  
 WBS Element  
 Cost Center 401201  
 Designation C07 - Agency Transfer  
 Yr1 Amount Request 17126  
 Yr2 Amount Request 17126

OK

Yr1 Amount Request

**Non Position Budget Request**

Business Area 0634  
 Version 1  
 Fiscal Year 2008  
 Cost Center  
 WBS Element  
 Cost Element  
 Commitment Item  
 Funds Center  
 Fund

**Add Request** **Move Request** **Change Description** **Update / Delete Designation**

Cost Element	Cost Element Description	Budget Amount	Designation	Yr1 Amount Request	Yr2 Amount Request
5080007000	Tuition & Course Material	\$235 BL		\$235	\$235
5080012000	Courier Services	\$5,633 BL		\$5,633	\$5,633
5080013000	Security Services	\$17,126 BL		\$17,126	\$17,126
5080014000	Trash Pickup Services	\$1,100 BL		\$1,100	\$1,100
5080016000	Temporary Employment Service	\$809,461 BL		\$809,461	\$809,461

The Add Request box will pop up. Click the drop down arrow in the Designation box and choose C07—Agency Transfer. Enter the amount of the change level for Yr 1 and Yr 2 and click OK.

**PBAS - [BGPLANBN - Non Position Budget Request]**

Application Master Data Annual Biennial Reports Strategic Planning Security

User: clwooley@UAT Date: 5/25/2004 11:19:10 AM

**Non Position Budget Request**

Business Area 0634  
 Version 1  
 Fiscal Year 2008  
 Cost Center to  
 VBS Element to  
 Cost Element to  
 Commitment Item to  
 Funds Center to  
 Fund to

**Add Request** **Move Request** **Change Description** **Update / Delete Designation**

Cost Center	VBS Element	Funds Center	Fund	Commitment Item	Cost Element	Cost Element Description
404701		120	MCE0100	5060010	5060001000	Professional & Administrative Fe
404701		120	MCE0100	5060010	5060010000	Data Processing Services
404701		120	MCE0100	5090012	5040008000	Rent of Data Processing Equipm
404701		120	MCE0100	5090012	5060010200	Data Processing Services CI 12
401201					5080013000	Security Services

Total Budgeted Amount \$27,268,137 Total Yr1 Base Level Amount \$27,168,137 Yr2 \$27,168,137  
 Total Yr1 Designation Amount (\$35,720) Yr2 (\$35,220)

The change appears at the bottom of the grid. Review the change before saving.

34

**PBAS - [BGPLANBN - Non Position Budget Request]**

Application Master Data Annual Biennial Reports Strategic Planning Security

User: clwooley@PRODUCTION Date: 5/17/2004 8:37:58 AM

**Non Position Budget Request**

Business Area 0634  
Version 1  
Fiscal Year 2008  
Cost Center to  
VBS Element to  
Cost Element to  
Commitment Item to  
Funds Center to  
Fund to

**PBAS**

Do you want to save the changes?

Yes No

**Add Request** **Move Request** **Update / Delete Designation**

Cost Center	VBS Element	Funds Cen	Cost Element	Cost Element Description
404701		120	5060001000	Professional & Administrative Fe
404701		120	5060001000	Data Processing Services
404701		120	MCE0100 5090012	Rent of Data Processing Equipm
404701		120	MCE0100 5090012	Data Processing Services CI 12
401201			5080013000	Security Services

Total Budgeted Amount \$27,268,137 Total Yr1 Base Level Amount \$27,168,137 Yr2 \$27,168,137  
Total Yr1 Designation Amount (\$1,468) Yr2 (\$968)

Click the save icon and then click yes to save the changes.

**PBAS - [6GPLANBN - Non Position Budget Request]**

Application Master Data Annual Biennial Reports Strategic Planning Security

User: clwooley@PRODUCTION Date: 5/24/2004 11:07:55 AM

**Non Position Budget Request**

Business Area 0634  
 Version 1  
 Fiscal Year 2008  
 Cost Center to  
 WBS Element to  
 Cost Element to  
 Commitment Item to  
 Funds Center to  
 Fund to

Add Request Move Request Change Description Update / Delete Designation

Cost Element	Cost Element Description	Budget Amount	Designation	Yr1 Amount Request	Yr2 Amount Request
5060007000	Tuition & Course Material	\$235	BL	\$235	\$235
5060012000	Courier Services	\$5,633	BL	\$5,633	\$5,633
5060013000	Security Services	\$17,126	BL	\$17,126	\$17,126
5060013000	Security Services	\$0	C07	(\$17,126)	(\$17,126)
5060014000	Trash Pickup Services	\$1,100	BL	\$1,100	\$1,100

Total Budgeted Amount \$27,268,137 Total Yr1 Base Level Amount \$27,168,137 Yr2 \$27,168,137  
 Total Yr1 Designation Amount (\$35,720) Yr2 (\$35,220)

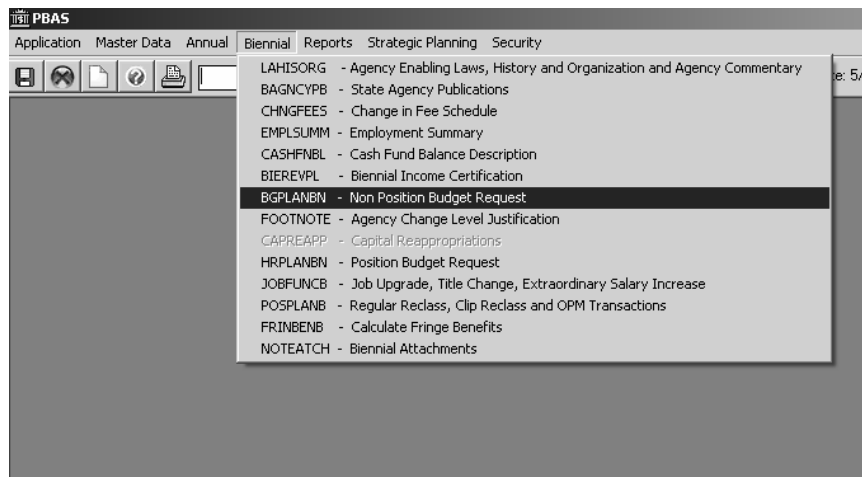
The change level appears directly below the base level for the cost element changed.

36

**Exercise:** Add the change level 07 for the cost center and cost element from the data sheet.

## C08 Technology

- This change level designation is used when an existing program or a new program has technology requests within the Agency.



Select Biennial from menu  
BGPLANBN – Non Position Budget Request.

**PBAS - [BGPLANBN - Non Position Budget Request]**

Application Master Data Annual Biennial Reports Strategic Planning Security

User: clwooley@PRODUCTION Date: 5/24/2004 11:10:14 AM

**Non Position Budget Request**

Business Area 0634  
 Version 1  
 Fiscal Year 2008  
 \$27,266,137

to  
 to  
 to  
 to  
 to

WBS Element  
 Cost Element  
 Commitment Item  
 Funds Center  
 Fund

Add Request Move Request Change Description Update / Delete Designation

Cost Center	WBS Element	Funds Center	Fund	Commitment Item	Cost Element	Cost Element Description
401201		120	MCE0100	5020002	5020002000	Telecommunications Wired
401201		120	MCE0100	5020002	5020003000	Telecommunications Wireless
▶ 401201		120	MCE0100	5020002	5020004000	Network Services Expense
401201		120	MCE0100	5020002	5020005000	Freight
401201		120	MCE0100	5020002	5030001000	Printing

Enter the business area, Version 1 and Fiscal Year 2008. Press enter. The budget information will be displayed by cost center and cost element.



**PBAS - [BGPLANBN - Non Position Budget Request]**

Application Master Data Annual Biennial Reports Strategic Planning Security

User: clwooley@PRODUCTION Date: 5/24/2004 11:10:14 AM

**Non Position Budget Request**

Business Area 0634  
 Version 1  
 Fiscal Year 2008  
 \$27,266,137

WBS Element to  
 Cost Element to  
 Commitment Item to  
 Funds Center to  
 Fund to

**Add Request** **Move Request** **Change Description** **Update / Delete Designation**

Cost Center	WBS Element	Funds Center	Fund	Commitment Item	Cost Element	Cost Element Description
401201		120	MCE0100	5020002	5020002000	Telecommunications Wired
401201		120	MCE0100	5020002	5020003000	Telecommunications Wireless
401201		120	MCE0100	5020002	5020004000	Network Services Expense
401201		120	MCE0100	5020002	5020005000	Freight
401201		120	MCE0100	5020002	5030001000	Printing

Select the line containing the cost element to be moved by clicking the gray box in front of it. The selected line will be highlighted. Click on the Add Request Button.

**PBAS - [BGPLANBN - Non Position Budget Request]**

Application Master Data Annual Biennial Reports Strategic Planning Security

User: clwooley@PRODUCTION Date: 5/24/2004 11:10:56 AM

**Non Position Budget Request**

Business Area 0634  
 Version 1  
 Fiscal Year 2008  
 Cost Center  
 VBS Element  
 Cost Element  
 Commitment Item  
 Funds Center  
 Fund

**Add Request**

Cost Center  
 401201  
 401201  
 401201  
 401201

**BADDNEWC - Add Request**

Add Cost Element

Cost Element 5020004000  
 Cost Element Description Network Services Expense  
 VBS Element  
 Cost Center 401201  
 Designation C08 - Technology  
 Yr1 Amount Request 10000  
 Yr2 Amount Request 10000  
 Transfer From VBS Element  
 Transfer From Cost Center  
 Transfer From Business Area

OK

Cost Element Description  
 Telecommunications Wired  
 Telecommunications Wireless  
 Network Services Expense  
 Freight  
 Printing

The Add Request box will pop up. Click the drop down arrow in the Designation box and choose C08—Technology. Enter the amount of the change level for Yr 1 and Yr 2 and click OK.

**PBAS - [BGPLANBN - Non Position Budget Request]**

Application: Master Data Annual Biennial Reports Strategic Planning Security

User: clwooley@UAT Date: 5/25/2004 11:21:19 AM

**Non Position Budget Request**

Business Area 0634  
 Version 1  
 Fiscal Year 2008

Cost Center \_\_\_\_\_ to \_\_\_\_\_  
 WBS Element \_\_\_\_\_ to \_\_\_\_\_  
 Cost Element \_\_\_\_\_ to \_\_\_\_\_  
 Commitment Item \_\_\_\_\_ to \_\_\_\_\_  
 Funds Center \_\_\_\_\_ to \_\_\_\_\_  
 Fund \_\_\_\_\_ to \_\_\_\_\_

**Add Request** **Move Request** **Change Description** **Update / Delete Designation**

Cost Center	WBS Element	Funds Center	Fund	Commitment Item	Cost Element	Cost Element Description
404701		120	MCE0100	5060010	5060001000	Professional & Administrative Fe
404701		120	MCE0100	5060010	5060010000	Data Processing Services
404701		120	MCE0100	5090012	5040008000	Rent of Data Processing Equipm
404701		120	MCE0100	5090012	5060010200	Data Processing Services Cl 12
401201					5020004000	Network Services Expense

Total Budgeted Amount \$27,268,137 Total Yr1 Base Level Amount \$27,168,137 Yr2 \$27,168,137

Total Yr1 Designation Amount (\$25,720) Yr2 (\$25,220)

The change appears at the bottom of the grid. Review the change before saving.

2-43

PBAS - [BGPLANBN - Non Position Budget Request]

Application Master Data Annual Biennial Reports Strategic Planning Security

User: clwooley@UAT Date: 5/24/2004 11:11:53 AM

Non Position Budget Request

Business Area 0634  
Version 1  
Fiscal Year 2008  
Cost Center to  
WBS Element to  
Cost Element to  
Commitment Item to  
Funds Center to  
Fund to

Add Request Move Request Change Description Update / Delete Designation

Cost Center	WBS Element	Funds Center	Fund	Commitment Item	Cost Element	Cost Element Description
404701		120	MCE0100	506001	PBAS	Professional & Administrative Fe
404701		120	MCE0100	506001		Processing Services
404701		120	MCE0100	509001		Cost of Data Processing Equipm
404701		120	MCE0100	509001		Processing Services CI 12
401201						Work Services Expense

Do you want to save the changes?  
Yes No

Total Budgeted Amount \$27,268,137 Total Yr1 Base Level Amount \$27,168,137 Yr2 \$27,168,137  
Total Yr1 Designation Amount (\$25,720) Yr2 (\$25,220)

Click the save icon and then click yes to save the changes.

2-44

**PBAS - [BGPLANBN - Non Position Budget Request]**

Application Master Data Annual Biennial Reports Strategic Planning Security

User: clwooley@PRODUCTION Date: 5/24/2004 11:12:28 AM

**Non Position Budget Request**

Business Area 0634  
 Version 1  
 Fiscal Year 2008  
 Cost Center to  
 VBS Element to  
 Cost Element to  
 Commitment Item to  
 Funds Center to  
 Fund to

**Add Request** **Move Request** **Change Description** **Update / Delete Designation**

Cost Element	Cost Element Description	Budget Amount	Designation	Yr1 Amount Request	Yr2 Amount Request
5020002000	Telecommunications Wired	\$146,888	C01	\$2,000	\$2,500
5020003000	Telecommunications Wireless	\$6,903	BL	\$6,903	\$6,903
5020004000	Network Services Expense	\$151,644	BL	\$151,644	\$151,644
5020004000	Network Services Expense	\$0	C08	\$10,000	\$10,000
5020005000	Freight	\$7,600	BL	\$7,600	\$7,600

Total Budgeted Amount \$27,268,137 Total Yr1 Base Level Amount \$27,168,137 Yr2 \$27,168,137  
 Total Yr1 Designation Amount (\$25,720) Yr2 (\$25,220)

The change level appears directly below the base level for the cost element changed.

2-45

**Exercise:** Add the change level 08 for the cost center and cost element from the data sheet.

## Base Level

- This designation represents the base level established for an Agency. Adjustments to Base Level are only made by DFA Office of Budget. Normally the only adjustments to Base Level are to back out an MFG and/or Cash Increase Letter from the Annual Operations Plan. There are other special situations that allow adjustments to Base Level, but should be cleared by your Manager before making the adjustment.

## Error Corrections

- To make a correction to a change level after saving it, use the Update/Delete Designation Key.



**PBAS - [BGPLANBN - Non Position Budget Request]**

Application Master Data Annual Biennial Reports Strategic Planning Security

User: csvollman@UAT Date: 4/7/2006 8:44:21 AM

**Non Position Budget Request**

Business Area 0634  
 Version 1  
 Fiscal Year 2008

Cost Center to  
 WBS Element to  
 Cost Element to  
 Commitment Item to  
 Funds Center to  
 Fund to

**Add Request** **Move Request** **Change Description** **Update / Delete Designation**

Cost Center	WBS Element	Funds Center	Fund	Commitment Item	Cost Element	Cost Element Description
401201		120	MCE0100	5020002	5020001000	Postage
401201		120	MCE0100	5020002	5020002000	Telecommunications Wired
401201		120	MCE0100	5020002	5020002000	Telecommunications Wired
401201		120	MCE0100	5020002	5020003000	Telecommunications Wireless
401201		120	MCE0100	5020002	5020004000	Network Services Expense

Select the line containing the change level to be corrected by clicking the gray box in front of it. The selected line will be highlighted. Click on the Update/Delete Designation Button.

**PBAS - [BGPLANBN - Non Position Budget Request]**

Application Master Data Annual Biennial Reports Strategic Planning Security

User: csvollman@UAT Date: 4/7/2006 8:44:21 AM

**Non Position Budget Request**

Business Area 0634  
 Version 1  
 Fiscal Year 2008  
 Cost Center  
 WBS Element  
 Cost Element  
 Commitment Item  
 Funds Center  
 Fund

**Add Request** **Move Request**

Cost Center	WBS Element	Fund
401201		120
401201		120
401201		120
401201		120
401201		120

Total Budgeted Amount

**BUPDELDG - Update/Delete Designation**

Update/Delete Designation

Cost Center 401201  
 WBS Element  
 Fund MCE0100  
 Fund Center 120  
 Commitment Item 5020002  
 Cost Element 5020002000  
 Cost Element Description Telecommunications Wired  
 Budgeted Amount 0

Designation C01 - Change in Program

Yr1 Amount Request \$155,000 Negative  
 Yr2 Amount Request 250000 Negative

Transfer From WBS Element  
 Transfer From Cost Center  
 Transfer From Business Area

OK

Yr2 Amount Request

The Update/Delete Designation box will pop up. Enter the correct amount for Yr 1 and Yr 2 and click OK.

2-50

The change is displayed. Review the change before saving.

AASIS Support Center  
April 2006

Click the save icon and then click yes to save the changes.

**PBAS - [BGPLANBN - Non Position Budget Request]**

Application Master Data Annual Biennial Reports Strategic Planning Security

User: csvollman@UAT Date: 4/7/2006 8:49:23 AM

**Non Position Budget Request**

Business Area 0634  
 Version 1  
 Fiscal Year 2008  
 Cost Center to  
 WBS Element to  
 Cost Element to  
 Commitment Item to  
 Funds Center to  
 Fund to

Cost Element	Cost Element Description	Budget Amount Designation	Yr1 Amount Request	Yr2 Amount Request
5020001000	Postage	\$934,686 BL	\$934,600	\$934,600
5020002000	Telecommunications Wired	\$146,888 BL	\$146,888	\$146,888
5020003000	Telecommunications Wireless	\$0 C01	\$155,000	\$250,000
5020004000	Network Services Expense	\$6,903 BL	\$6,903	\$6,903
		\$151,644 BL	\$151,644	\$151,644

Total Budgeted Amount \$27,268,137 Total Yr1 Base Level Amount \$27,105,964 Yr2 \$27,105,964

Total Yr1 Designation Amount \$497,280 Yr2 \$502,280

Total Yr1 Amount Request \$27,573,244 Yr2 \$27,668,244

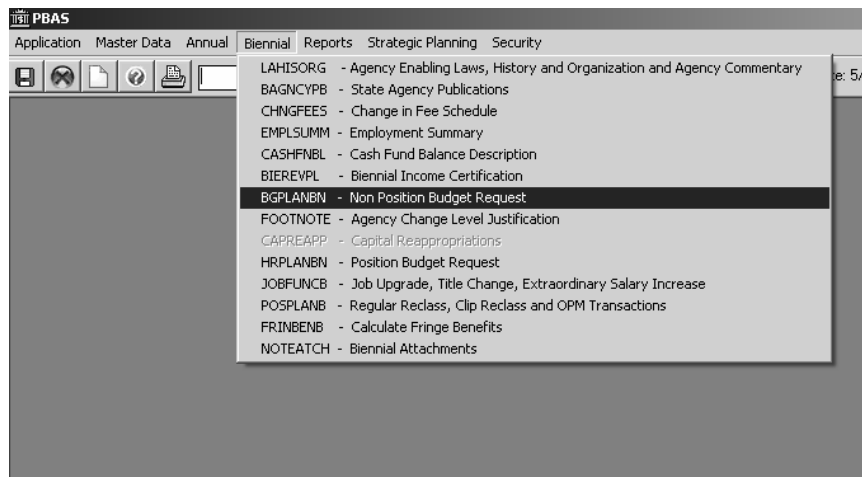
The change level is displayed after saving.

2-53

**Exercise:** Correct the saved change level from the data sheet.

## C06 Restore Pool/MFG/Supplemental

- This change level designation is used to request continuation of Pool/MFGs/Supplementals. These are transactions that occurred after the General Assembly and have to be acted on to be included in the Agency's 2007-2009 Appropriation Act.



Select Biennial from menu  
BGPLANBN – Non Position Budget Request.



**PBAS - [BGPLANBN - Non Position Budget Request]**

Application: Master Data Annual Biennial Reports Strategic Planning Security

User: clwooley@PRODUCTION Date: 5/24/2004 11:46:41 AM

**Non Position Budget Request**

Business Area: 0634  
 Version: 1  
 Fiscal Year: 2008

Cost Center: \_\_\_\_\_ to \_\_\_\_\_  
 WBS Element: \_\_\_\_\_ to \_\_\_\_\_  
 Cost Element: \_\_\_\_\_ to \_\_\_\_\_  
 Commitment Item: \_\_\_\_\_ to \_\_\_\_\_  
 Funds Center: \_\_\_\_\_ to \_\_\_\_\_  
 Fund: \_\_\_\_\_ to \_\_\_\_\_

Buttons: Add Request, Move Request, Change Description, Update / Delete Designation

Cost Center	WBS Element	Funds Center	Fund	Commitment Item	Cost Element	Cost Element Description
402162		120	MCE0100	5020002	5080004000	Charge Card Payments
402162		120	MCE0100	5020002	5080009000	Janitorial Service
402162		120	MCE0100	5020002	5080010000	Laundry & Uniform Service
402162		120	MCE0100	5020002	5080014000	Trash Pickup Services
402162		120	MCE0100	5020002	5080020000	Enforcement Investigation Expe

Enter the business area, Version 1 and Fiscal Year 2008. Press enter. The budget information will be displayed by cost center and cost element.

2-57

**PBAS - [BGPLANBN - Non Position Budget Request]**

Application Master Data Annual Biennial Reports Strategic Planning Security

User: clwooley@PRODUCTION Date: 5/24/2004 11:46:41 AM

**Non Position Budget Request**

Business Area 0634  
 Version 1  
 Fiscal Year 2008

Cost Center \_\_\_\_\_ to \_\_\_\_\_  
 WBS Element \_\_\_\_\_ to \_\_\_\_\_  
 Cost Element \_\_\_\_\_ to \_\_\_\_\_  
 Commitment Item \_\_\_\_\_ to \_\_\_\_\_  
 Funds Center \_\_\_\_\_ to \_\_\_\_\_  
 Fund \_\_\_\_\_ to \_\_\_\_\_

**Add Request** **Move Request** **Change Description** **Update / Delete Designation**

Cost Center	WBS Element	Funds Center	Fund	Commitment Item	Cost Element	Cost Element Description
402162		120	MCE0100	5020002	5080004000	Charge Card Payments
402162		120	MCE0100	5020002	5080009000	Janitorial Service
402162		120	MCE0100	5020002	5080010000	Laundry & Uniform Service
402162		120	MCE0100	5020002	5080014000	Trash Pickup Services
▶ 402162		120	MCE0100	5020002	5080020000	Enforcement Investigation Expe

Select the line containing the cost element to be changed by clicking the gray box in front of it. The selected line will be highlighted. Click on the Add Request Button.

**PBAS - [BGPLANBN - Non Position Budget Request]**

Application Master Data Annual Biennial Reports Strategic Planning Security

User: clwooley@PRODUCTION Date: 5/24/2004 11:15:21 AM

**Non Position Budget Request**

**BADDNEWC - Add Request**

**Add Cost Element**

Cost Element: 5080020000  
 Cost Element Description: Enforcement Investigation Expense  
 WBS Element:  
 Cost Center: 402162  
 Designation: C06 - Restore Pool/MFG/Supp  
 Yr1 Amount Request: 1000  
 Yr2 Amount Request: 1000

Transfer From WBS Element  
 Transfer From Cost Center  
 Transfer From Business Area

OK

**Designation**

Cost Element	Cost Element Description
00	Laundry & Uniform Service
00	Trash Pickup Services
00	Enforcement Investigation Expense
00	Office Supplies
00	Health & Laboratory Supplies

The Add Request box will pop up. Click the drop down arrow in the Designation box and choose C06—Restore Pool/MFG/Supp. Enter the amount of the change level for Yr 1 and Yr 2 and click OK.

**PBAS - [BGPLANEN - Non Position Budget Request]**

Application Master Data Annual Biennial Reports Strategic Planning Security

User: clwooley@UAT Date: 5/25/2004 11:46:56 AM

**Non Position Budget Request**

Business Area 0634  
 Version 1  
 Fiscal Year 2008

Cost Center		to		
WBS Element		to		
Cost Element		to		
Commitment Item		to		
Funds Center		to		
Fund		to		

**Add Request      Move Request      Change Description      Update / Delete Designation**

Cost Center	WBS Element	Funds Center	Fund	Commitment Item	Cost Element	Cost Element Description
404701		120	MCE0100	5060010	5060001000	Professional & Administrative Fe
404701		120	MCE0100	5060010	5060010000	Data Processing Services
404701		120	MCE0100	5090012	5040008000	Rent of Data Processing Equipm
404701		120	MCE0100	5090012	5060010200	Data Processing Services C1 12
002162					5080020000	Enforcement Investigation Expe

Total Budgeted Amount \$27,268,137 Total Yr1 Base Level Amount \$27,167,137 Yr2 \$27,167,137

Total Yr1 Designation Amount (\$24,720) Yr2 (\$24,220)

The change appears at the bottom of the grid. Review the change before saving.

AASIS Support Center  
April 2006

50

**PBAS - [BGPLANBN - Non Position Budget Request]**

Application Master Data Annual Biennial Reports Strategic Planning Security

User: clwooley@PRODUCTION Date: 5/24/2004 11:15:51 AM

**Non Position Budget Request**

Business Area 0634  
Version 1  
Fiscal Year 2008

Cost Center \_\_\_\_\_ to \_\_\_\_\_  
WBS Element \_\_\_\_\_ to \_\_\_\_\_  
Cost Element \_\_\_\_\_ to \_\_\_\_\_  
Commitment Item \_\_\_\_\_ to \_\_\_\_\_  
Funds Center \_\_\_\_\_ to \_\_\_\_\_  
Fund \_\_\_\_\_ to \_\_\_\_\_

**Add Request** **Move Request** **Change Description** **Update / Delete Designation**

Cost Center	WBS Element	Funds Center	Fund	Commitment Item	Cost Element	Cost Element Description
404701		120	MCE0100	506001	PBAS	Professional & Administrative Fe
404701		120	MCE0100	506001		Processing Services
404701		120	MCE0100	509001		Cost of Data Processing Equipm
404701		120	MCE0100	509001		Processing Services Cl 12
402162						Investment Investigation Expe

Do you want to save the changes?  
Yes No

Total Budgeted Amount \$27,268,137 Total Yr1 Base Level Amount \$27,167,137 Yr2 \$27,167,137  
Total Yr1 Designation Amount (\$24,720) Yr2 (\$24,220)

Click the save icon and then click yes to save the changes.

2-61

**Exercise:** Add the change level 06 for the cost center and cost element from the data sheet.

**PBAS - [BGPLANBN - Non Position Budget Request]**

Application Master Data Annual Biennial Reports Strategic Planning Security

User: clwooley@PRODUCTION Date: 5/24/2004 11:16:36 AM

**Non Position Budget Request**

Business Area 0634  
 Version 1  
 Fiscal Year 2008  
 Cost Center to  
 WBS Element to  
 Cost Element to  
 Commitment Item to  
 Funds Center to  
 Fund to

**Add Request** **Move Request** **Change Description** **Update / Delete Designation**

Cost Element	Cost Element Description	Budget Amount	Designation	Yr1 Amount Request	Yr2 Amount Request
5080010000	Laundry & Uniform Service	\$17 BL		\$17	\$17
5080014000	Trash Pickup Services	\$292 BL		\$292	\$292
5080020000	Enforcement Investigation Expe	\$15,230 BL		\$14,230	\$14,230
5080020000	Enforcement Investigation Expe	\$0 CUB		\$1,000	\$1,000
5090006000	Office Supplies	\$7,724 BL		\$7,724	\$7,724
<b>Total Budgeted Amount</b>		\$27,268,137	<b>Total Yr1 Base Level Amount</b>	\$27,168,137	Yr2 \$27,168,137
			<b>Total Yr1 Designation Amount</b>	(\$24,720)	Yr2 (\$24,220)

The change level appears directly below the base level for the cost element changed.

2-63